

Page one is to be completed
by the employee.

Example



**IOWA CAPITOL COMPLEX
PARKING/BUILDING ACCESS APPLICATION**



1. ☒ CARD REQUEST 2. ☐ REPLACEMENT CARD 3. ☐ CHANGE OF ACCESS 4. ☐ DELETE
5. ☐ NEW DECAL 6. ☐ OTHER _____

EMPLOYEE INFORMATION

7. FIRST NAME 8. MIDDLE NAME 9. LAST NAME
10. SOCIAL SECURITY 11. DATE OF BIRTH 12. ☐ MALE ☒ FEMALE
13. DEPARTMENT/BRANCH 14. DIVISION 15. BUILDING/OFF COMPLEX
16. JOB TITLE 17. EMPLOYEE PHONE 18. HOME/ALTERNATE PHONE
19. E-MAIL ADDRESS

SUPERVISOR INFORMATION

20. SUPERVISOR NAME 21. SUPERVISOR JOB TITLE 22. SUPERVISOR OFFICE PHONE

TEMPORARY EMPLOYEE/VENDOR INFORMATION

23. ☒ Temporary Employee – Expiration Date:
24. ☐ Board/Commission Member – Term Expires:
25. ☐ Vendor/Contractor – Expiration Date:
26. VENDOR/CONTRACTOR COMPANY 27. ON-COMPLEX CELL / PAGER / ALTERNATE

VEHICLE INFORMATION

28. Check Action	29. Plate #	30. Make	31. Model	32. Year	33. Color	Decal #	Decal Color
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete	789 EKG	Pontiac	Grand Am	1999	Red		
<input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete	456 RQP	Chevy	Blazer	2003	Black		
<input type="checkbox"/> Add <input type="checkbox"/> Delete							
<input type="checkbox"/> Add <input type="checkbox"/> Delete							

Page two is to be completed by the employee's Access Coordinator and supervisor.

COMPLEX BUILDING ACCESS

36. Building 37. Work Hours 38. Level(s) 39. Agency Supervisor Intl. 40. Access Coord. Intl

41. If you require access during hours other than 7:00 a.m. – 5:00 p.m. Monday through Friday, an explanation is required.
If you require access to more than one building or agency, please list them below.

Employee's Supervisor's Comments:	Employee's Access Coordinator Comments:
My employee requires access to the Hoover building from 8:00 a.m. – 10:00 p.m. because...	The employee requires levels...

42. *MLS* Agency Supervisor Intl 43. *JKL* Access Coord. Intl 44. Agency Supervisor Intl 45. Access Coord. Intl.

46. *John D. Smith*
Employee's Supervisor's Signature 47. *Nancy L. Jones*
Agency Access Coordinator's Signature

48. SPECIAL APPROVAL BUILDING ACCESS / RESTRICTED PARKING LOTS	
<input type="checkbox"/> Governor's Office <input type="checkbox"/> Judicial Branch <input type="checkbox"/> South Senate Elevator	<input type="checkbox"/> Lot #9 <input type="checkbox"/> Lot #10 <input type="checkbox"/> Lot #11 <input type="checkbox"/> Lot #13 <input checked="" type="checkbox"/> Lot #14

49. *Approved Signature*
Special Approval/Restricted Parking Signature 50. *Approved Signature*
Special Approval/Restricted Parking Signature

51. Employee's Supervisor's Comments:

My employee needs access to Lot #14 because...

52. Post 16 Office Use Only:		Additional Comments:
Employee Number: _____ Card Number: _____	DPS Intl: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied	